

Law Enforcement Career Opportunity

The City of Bath has an immediate opening for the position of full-time Police Officer. The Bath Police Department is a progressive community-oriented law enforcement agency with a staff of 25, including 19 Police Officers. The department serves a community of approximately 9,000 permanent residents in Bath, a service center community for surrounding Midcoast towns. The City of Bath is also the home of Bath Iron Works shipbuilding, located on the banks of the Kennebec River.

Qualifications: High school graduate, at least 21 years of age, valid driver's license, and a good driving record. Ability to pass an in-depth background check, psychological/polygraph exams, and a physical agility test. All new employees are required to live within 30 minutes driving time of the City limits within 6 months of hire. Applicants must pass the Maine Criminal Justice Academy (MCJA) ALERT test with a **minimum score of 45** (prior to the hiring process). Appointments may be made to take the ALERT test by calling the MCJA at (207) 877-8000.

Benefits: 4-day work week (permanent shifts), competitive fringe benefit package including 25 year- 2/3rds Maine State Retirement System, sick/vacation leave, college incentive pay, increased pay for lateral entry. Opportunities include Motorcycle and Bicycle Patrol Units, Honor Guard Unit, Criminal/Drug Investigation Unit and Community Involvement. Entry level pay is \$864.40 per week.

To Apply: Obtain application packets from the Bath City Clerk, 55 Front Street, Bath, Me or 207-443-8332, or cityofbath.com/departments/Police/Recruitment.

Completed applications forms must be received at the City Clerk's office no later than 4:30 p.m. on **Friday, May 14, 2021**

FMI: contact the office of the Chief of Police at 207-443-8339.

The City of Bath is an Equal Opportunity Employer.

The City of Bath reserves the right to accept or reject any applications.



CITY OF BATH
POLICE DEPARTMENT

MICHAEL W. FIELD
CHIEF of POLICE

ANDREW M. BOOTH
DEPUTY CHIEF

250 Water Street

Bath, Maine 04530

(207) 443-5563

MEMORANDUM

To: Applicant for Patrol Officer

From: Michael W. Field, Chief of Police

Subject: Application for Employment

Enclosed is your application packet for the position of Police Officer with the Bath Police Department. It is your responsibility to ensure that this application and all enclosures are properly completed and **submitted by 4:30 p.m. Friday, May 14, 2021**

The ALERT Test is a State mandated test which must be successfully completed in order to become a police officer in the State of Maine. This test is also the first step in our hiring process and must be completed prior to May 14, 2021. You must call for an appointment for this exam. There is a required fee of \$50.00 paid to the Maine Criminal Justice Academy, 15 Oak Grove Road, Vassalboro, Maine 04989. You need to call the Maine Criminal Justice Academy at (207) 877-8000 to arrange your test date and site. This test is given on the first and third Wednesday of each month only. Please make sure that a copy of your alert test score is included in your application package. No ALERT test score results will be accepted by the applicant over the telephone - all test results must be on academy forms. **Applicants must have a score of 45 or above to continue in our hiring process.**

The time for the **Bath Police Physical Agility Testing is tentatively scheduled for Saturday, May 22nd at 9 a.m. at the Bath Police Department.** You will be notified of the exact times, locations, etc. once your application has been reviewed.

If you have any questions about the hiring process, please contact the Bath Police Department at 443-8339.

City of Bath, Maine

Department: Police

Position Title: Patrol Officer

Position Description:

General Purpose: Performs public safety, police patrol, criminal and accident investigations, traffic control and enforcement, and related law enforcement activities which protect and serve the public. Maintains order and conducts Law Enforcement with emphasis on problem solving and use of all available resources.

Supervision Received: Works under the general supervision of the Police Sergeant, Police Corporal or shift supervisor.

Supervision Exercised: none

Essential Duties and Responsibilities:

- Performs traffic control, school patrols, traffic and parking enforcement, motor vehicle accident investigations, and arrests persons involved in crimes or misconduct.
- Responsible for the safety of all people and property within the city.
- Responds to emergency calls and investigates accidents, deaths, robberies, civil disturbances, domestic disputes, missing children, prowlers, etc. Takes appropriate law enforcement action.
- Conducts investigations of crimes. Seeks out and questions victim, witnesses, and suspects.
- Analyzes and evaluates evidence and arrests offenders.
- Prepares court documents and gives testimony in court proceedings.
- Prepares a variety of criminal and non-criminal reports including incident reports, court reports, reports of investigation, traffic hazard report, youth aid reports, etc.
- Service of court documents.
- Performs business and residential security checks.
- Performs other related duties as assigned.

Peripheral Duties: Maintains contact with the public, court officials, and other city officials and other agencies (DHHS, etc.) in the performance of police activities.

Desired Minimum Qualifications

General: Must be 21 years of age. Must possess a valid State driver's license without record or suspension or revocation in any state. No felony convictions and disqualifying criminal histories. Must satisfactorily pass the Maine Criminal Justice Academy Alert Test with a minimum score of 45.

Education and Experience:

- High school diploma or equivalent.
- Two- to four-year college degree in Criminal justice-related field preferred but not required.
- An equivalent combination of education and experience

Necessary knowledge, Skills and Abilities:

- Some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Some skill in the operation of tools and equipment used in law enforcement.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.
- Ability to exercise sound judgement in evaluating situations and in making decisions.
- Ability to learn the City's geography.

The employee must periodically make physical arrests with uncooperative or combative individuals. To safely affect these and to maintain general physical fitness, the employee must pass annually minimum physical standards for police officers as established by the Maine Criminal Justice Academy.

Special Requirements:

- Must be of good moral character and of temperate nature.
- Must be able to pass the medical exam and the department's physical agility test.
- Must pass the Psychological and Polygraph examinations.
- Must pass extensive background investigation.
- Successful completion of the Maine Criminal Justice Academy or equivalent within one year after employment.
- MCJA Certification,

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 1 January 2021

Revision History:

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

Scoring: *The time it takes to finish 1.5 miles.*

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (40 th Percentile) AGE				FEMALE (40 th Percentile) AGE			
	20–29	30–39	40–49	50–59	20–29	30–39	40–49	50–59
One Minute Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12:38	13:04	13:49	15:03	14:50	15:38	16:21	18:07

Adopted by the MCJA Board of Trustees: 09/20/2013, effective 10/01/2013

FITNESS TEST	MALE (50 th Percentile) AGE				FEMALE (50 th Percentile) AGE			
	20–29	30–39	40–49	50–59	20–29	30–39	40–49	50–59
One Minute Push -up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11:58	12:25	13:11	14:16	14:07	14:34	15:24	17:13

City of Bath
Police Department
250 Water Street
Bath, Maine 04530



Michael W. Field, Chief of Police

City of Bath
Police Department
Application for Employment
An equal opportunity employer

I hereby certify that this application contains *no willful misrepresentation of falsification and that the information given by me is true and complete to the best of my knowledge and belief*. I understand that my answers may be verified and investigated and that I may be declared ineligible for appointment or dismissed from the service if there are any misstatements. I have read the public announcement for this examination and the instructions to candidates and agree to the conditions established therein.

Date: _____

Signature: _____

Have you ever been employed by the City of Bath? Yes _____ No _____

If yes, give the department and dates: _____ From: _____ To: _____

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status?

Yes _____ No _____

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time: _____ Part Time: _____ Shift work: _____ Temporary: _____

Can you travel if a job requires it? Yes _____ No _____

Have you been convicted of a felony within the last 7 years? Yes _____ No _____

Conviction will not necessarily disqualify an applicant from employment.

If yes, explain: _____

Do you know of any reason that might disqualify you for appointment to the Police Department or prevent your full discharge of the duties of a position within this department.

Yes _____ No _____

If yes, explain: _____

Education

<u>Name and Address</u>	Course of Study	Years Completed	Diploma
High School: _____ _____	_____	_____	_____
Undergraduate College: _____ _____	_____	_____	_____
Graduate School: _____ _____	_____	_____	_____
Other (Specify) _____ _____	_____	_____	_____

Indicate any foreign language you can speak, read and or write. *Check appropriate line.*

Language: _____	Speak:	Fluent	Good	Fair	Poor
	Read:	Fluent	Good	Fair	Poor
	Write:	Fluent	Good	Fair	Poor
Language: _____	Speak:	Fluent	Good	Fair	Poor
	Read:	Fluent	Good	Fair	Poor
	Write:	Fluent	Good	Fair	Poor

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Military Service Record

Were you in the Armed Forces? Yes _____ No _____

If yes, what branch? _____

Dates of Enlistments: _____ to _____

Describe any job related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, age, disabilities or other protected status.

1. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

2. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

3. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

4. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate/ Salary: Starting: _____ Final: _____

Work Performed:

List professional, trade, business, or civic activities and offices held.

Additional Information

Please list any specialized equipment you have been trained on.

1. _____
2. _____
3. _____
4. _____

State any additional information you feel may be helpful to us in considering your application.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes _____ No _____

References

1. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

2. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

3. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

BATH POLICE DEPARTMENT ACCIDENT WAIVER

WHEREAS, _____, the undersigned has applied for employment as a Police Officer and has agreed to be tested for said position through the Bath Police Department Hiring Process, and;

WHEREAS, the above mentioned agency requires all applicants to take a physical agility test, and in consideration of the acceptance of my application for employment by the above agency and the administering of various test and procedures to process said application by the Bath Police Department, I do myself, my heirs, executors and administrators, certify to the Bath Police Department that I am in good health and know of no physical or medical reason why I should not take said physical test and I do release and discharge the Bath Police Department, it's officers, employees, servants and agents, of and from all claims, demands, actions and suits at law or in equity for and on account of any and all injuries, disabilities, physical and mental diseases, damages, losses and expenses that may be sustained by me now or hereafter as a result of my taking said agility test.

IN WITNESS WHEREOF, signed this _____ day of _____, 2021

APPLICANT _____

WITNESS _____

BATH POLICE DEPARTMENT BACKGROUND CHECK AUTHORIZATION

I do understand that before concluding the assessment of my qualifications for the position of Police Officer with the Bath Police Department a background investigation will become necessary. I therefore authorize the City of Bath or it's agents to conduct such an investigation for this use involving such things but not limited to, driving history checks, criminal record checks, contacting agencies where I have been employed pertaining to performance, contacting personal references, and verifying educational attainment.

I hereby authorize all my present and previous employers or their successors and/or references to release and furnish information concerning my personal character, habits, or employment performances. I also authorize schools that I have attended to release and provide such records and information as may pertain to my attendance and performance.

Applicants Signature –Date